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Chief, Technical Accounting Staff

27 September 1955

Deputy Comptroller

Revision of Form 34-30, Final Payment Clearance Sheet

1. Recently it has come to my attention that an employee of the CIA Library who had been designated as an imprest stamp fund custodian was released from the Agency without provision for collecting an unaccounted for balance of such stamp account created as a result of negligence on her part with respect to the maintenance of records as prescribed by regulations.
2. After reviewing this case I am of the opinion that there is a loophole in our procedure due to the fact that Form 34-30, "Final Payment Clearance Sheet" does not provide that imprest stamp accounts be included among the "Items to be Certified." Also, other types of imprest funds do not appear among the "Items to be Certified" and there is an opportunity for the same sort of loophole with respect to all such items.
3. Will you, therefore, have a member of TAS review Form 34-30 and the procedure pertaining thereto and initiate appropriate revision to take care of the situations described above and at the same time review to determine whether any other revisions would be appropriate at this time.

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RHF:jh (27 Sept 55)

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